POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE

8. WORKING TITLE	9. INCUMBENT *(Optional)*

OFFICIAL

10. TITLE
Engineering Aid

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
				MONTH/DAY/YEAR	YES	NO	
GS	802		03	4/22/02			MS

18. ORGANIZATIONAL STRUCTURE *(Agency/Bureau)*

1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.

19. Supervisor's Signature	20. Date	22. Second Level Supervisor's Signature	23. Date
21. Supervisor's Name and Title		24. Second Level Supervisor's Name and Title	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			27. **TOTAL POINTS**	27.	

Grade based on PCS for Engineering Technician Series, GS-802 (TS-19 dtd 8/74, TS-80 dtd 6/69)	28. **GRADE**	28.

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. Signature /S/ MARILYN STETKA	30. Date 4/22/02

31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)

32. Remarks: FLSA: N	Standard Job# 802-03	33. OPM Certification Number

MASTER RECORD/INDIVIDUAL POSITION DATA
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 03	6. IP NO. (8)

B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 802	3. OCC FUNC.	4. OFF. TITLE CD 0007	5. OFF. TITLE (38) ENGRG AID

6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others	8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA	9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO 4 DA 22 YEAR 02

11. EARLY RET. CD. (1) 1=Primary 2=Secondary 3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)

16. INTERDIS. SER. (40)

(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)

17. INTERDIS. TITLE CD. (50)

(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C	4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical	5. COMP. LEV. (4) 03EA

6. WK. TITLE CD. (4)	7. WK TITLE (38)

8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE

10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO 04 DAY 22 YEAR 02

18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use	19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. Y=Perm N=Other

22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)

Normal Act	Maintenance Review Act	Results		
1=Desk Audit	5=Desk Audi	1=No Action Req.	5=Series Change	9=Other
2=Sup. Audit	6=Sup. Audit	2=Minor PD Change	6=Pos. Upgrade	
3=Paper Rev.	7=Paper Rev.	3=New PD Req.	7=Pos. Downgrade	

23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS

Standard Job #802-03

FORM AD-332 (Revised 4/86)

A. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following in a laboratory, shop, or field setting:

Operates simple test instruments and controls during tests, makes simple adjustments, and records data. Performs specified arithmetic computations, either manually or by using computers.

Uses standard tables and substitutes formulas as required.

Plots data or results.

Records, installs, and maintains instruments and equipment involving simple wiring, soldering, grinding, etc.

Abstracts and compiles specified data from records or other sources such as specifications and drawings.

Examines materials, instruments, equipment, or items to be tested for flaws or defects. Observes operation of instruments and equipment to detect apparent malfunctions.

Searches for cause when deviations occur.

Maintains work area and related equipment in a proper and safe manner; maintains supplies; and cleans and organizes equipment and supplies.

B. Evaluation Factors

1. Knowledge Required by the Position

General knowledge of engineering processes, methods, and techniques.

Skill in the operation of basic instruments and equipment common to the specific area of research being conducted to perform routine tests or take measurements and readings.

Ability to keep exact and detailed records of data obtained from experiments.

Ability to operate a personal computer using word processing and/or other software programs.

Ability to detect subtle variations in test results and in instrumentation.

2. **Supervisory Controls**

All assignments are clearly defined and made, orally or in writing, with specific and detailed instructions. The incumbent works as instructed and consults with the supervisor or designated authority on all matters not specifically covered in the original guidelines or instructions. The work is closely controlled through supervisory review which includes checking progress and/or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

3. **Guidelines**

Procedures for doing work have been established and a number of guidelines are available such as handbooks, textbooks, equipment guides, equipment manuals, and files from previous projects. Incumbent is given guidance in locating and selecting the most appropriate guidelines, references, and procedures for applications. Situations to which the existing guidelines cannot be applied or that require significant deviations from guidelines are referred to the supervisor.

4. **Complexity**

Most assignments involve routine engineering tasks that are clear-cut and directly related. Steps for completing assignments according to written and oral instructions are memorized. Outside of repetitive assignments, there is little or no choice to be made in deciding what needs to be done. Work performed is quickly mastered.

5. **Scope and Effect**

The work involves the performance of specific routine operations that include a few separate tasks or procedures. The purpose of this work is to provide a support service to others, but has little impact beyond the immediate research unit or location.

6. **Personal Contacts**

Contacts are primarily with other employees within the research location and facilities.

7.   **Purpose of Contacts**

The purpose of the contacts is to obtain, clarify, or give facts or information. The facts or information may range from easily understood to technical.

8.   **Physical Demands**

The work requires regular and recurring physical exertion such as standing for prolonged periods; walking over rough and uneven surfaces; considerable bending, stooping, reaching, or similar activities; or lifting moderately heavy (less than 50 lbs.) items. Good eye and hand coordination is necessary to perform satisfactorily.

9.   **Work Environment**

The work is performed in a laboratory, shop, or other research setting which involves moderate risks or discomforts requiring special safety precautions, e.g., working around moving parts and machines. Incumbent occasionally will be required to use protective clothing or gear such as masks, gowns, goggles, gloves. Incumbent is also exposed to moderate discomforts, such as noise and adverse weather.

C.   **Other Considerations (Check if applicable)**

[ ] Supervisory Responsibilities (EEO Statement)
[ ] Training Activities - Career Intern, Student Career Experience Program
[ ] Motor Vehicle or Commercial Driver's License Required
[ ] Pesticide Applicators License Required
[ ] Safety/Radiological Safety Collateral Duties
[ ] EEO Collateral Duties
[ ] Drug Test Required
[ ] Vaccine(s) Required
[ ] Financial Disclosure Required
[ ] Special Physical Requirements/Demands
[ ] Other:_____